

Creating Your Resume

Compiled by the *Community
Technology Empowerment
Program - SPNN and Right
Track*



*Workshop (2 of 4) – Workshops 2 and 3
done best together in a 3-hour session*

1.5 Hours

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Lesson Plan

Program Leaders Needed: 1 program leader, but additional volunteers are needed. One volunteer for every three participants is advised.

Time Estimated: 1.5 Hours

Material/Equipment Needed:

- 1 computer with Microsoft Word and an Internet connection per participant
- 1 copy of *Handout #1 – Skill-Activating Questions* per participant
- 1 copy of *each sample resume (3 total)* per participant
- 1 copy of the *Handout #2 – Master Resume Worksheet* per participant
- 1 copy of *Handout #3 – Action Verbs for Resumes* per participant
- Word document *Resume Template* accessible on each computer

Objective: Youth will create a rough draft of their resume that will be formatted and revised in Workshop 3.

1. Warm Up (Optional) - Freeze Frame ~ 5 Minutes

- Invite youth to quietly move around the room and await your instructions.
- As they are walking, call out the name of a job title (e.g. firefighter, football ref, hair stylist, doctor, teacher, chef, driver, IT technician etc.
- When they hear the name they must stop immediately and hold a 'freeze frame' illustrating or acting out the job. Ask everyone to peek around the room to see what their peers came up with.
- Repeat 3-4 times.

2. Skill Activation Questions ~ 10 minutes

-Distribute 1 copy of Handout #1 – Skill-Activating Questions to each participant

- Divide youth into pairs. Instruct them to ask each other at least 3 of the questions under "Ask your partner" on *Handout #1 – Skill-Activating Questions*.
- Tell youth that they can use the questions on this handout to help them brainstorm things to include on their resume.

3. Resume Worksheet ~ 20 minutes

-Use computers for this exercise

- Ask youth: What is a resume? What is it for?
 - *If youth are having trouble answering, explain that a resume is a summary of your skills, experience, and accomplishments. It is a quick advertisement of who you are that can help an employer to decide whether you are a good fit for a position.*

-Distribute 1 copy of each the following sample resume examples to all participants

- *Sample Resume (No Formal Volunteer/Work Experience)*
- *Sample Resume (No Work Experience)*
- *Sample Resume (With Work Experience)*
- Describe the three sample resumes to youth and ask them to select the resume which best suits their current level of experience.

- After choosing a sample resume, youth may pass back the resumes they did not select.

-Distribute a copy of Handout #2 – Master Resume Worksheet to each participant.

- Explain to program participants that they are to fill out the fields that are applicable to their professional/academic/personal experience. Example: If they do not have any formal certificates or awards then they can leave that section blank on the handout.
- Using their chosen template to guide them, have participants fill out the worksheet with their own experiences. For this worksheet, they should focus on ideas, not language.
 - *Youth need very close guidance through this activity to help answer questions, point out any misunderstandings and help them brainstorm relevant experiences.*
 - *Some important reminders for youth:*
 - *Any contact information on a resume should allow the employer to reach the applicant directly and quickly. They should not put down a parent’s cell phone or an email address that they check infrequently.*
 - *Skills acquired through family work counts! Examples: Weeding and planting on a grandparent’s farm, babysitting 3 younger siblings, managing the cash register at the family restaurant.*
 - *Skills are not the same as personal characteristics. For example, if youth want an employer to know that they are good with people or hard working, they should list specific examples that demonstrate those qualities under Work Experience, Volunteer Experience, Activities, or Achievements.*

4. Creating a Resume ~ 55 minutes

-Use computers for this exercise

-Distribute 1 copy of Handout #3 – Action Verbs for Resumes to each participant

- Review a sampling of the action verbs with the participants aloud. Emphasize that on a resume, it is important to show employers the skills and amount of experience gained through different activities and jobs. Encourage them to use these verbs to help them write powerful phrases that “sell” their past volunteer and work experience.
- Have youth open the Word Document *Resume Template* and “Save As” to rename the document in a standard format. (e.g. FirstName.LastName.Resume)
- Instruct youth to type the information that they wrote down on *Handout #2 – Master Resume Worksheet* into the appropriate section of the document. They can replace the red text with their own text in black. Tell youth to delete sections that don’t apply to their experience.
- Help youth use the Word document to expand on the *Handout #2 – Master Resume Worksheet* they filled out, providing ideas on how to present the work they have done or the skills they possess in a marketable way.
 - *Again, it is important to circulate and read over what participants produce. Turning experiences into impactful bullet points is usually a challenge for those new to the resume-writing process.*
 - *Some common errors to check for:*
 - *No street suffix after the street name in the address. Ex. “Sherburn,” instead of “Sherburn Avenue.”*

- *Switching between a job title and a verb. Ex. Cashier, Babysitting, Gardener.*
- *Chronology. Should always list most recent first, with those of longest duration preceding those of shortest duration.*
- *Consistent use of present tense for current activities and past tense for previous experiences.*
- When finished with resume writing, use a Google Drive folder or flash drive to save the participants' work for later use.

If you are continuing on to Workshop 3, youth may leave their resumes up on their computers and take a 10 minute break.

Handout #1 – Skill-Activating Questions

Ask your Partner:

- What skills do you think are important to have in order to get a job?
- Do you participate in activities or groups after school or on weekends?
- What is an accomplishment you are proud of?
- Which teacher, counselor or family friend would be able to give you the most positive reference and why? What have they seen you do or try that left a positive impression?
- Have you ever volunteered through school or other activities?

If you need help brainstorming things to include on your resume, think about these questions:

Objective

- Do you have a cause that you are passionate about working for?
- What skills would you like to learn and build on?

Work/Volunteer Experience

- Have you helped any family members or neighbors by raking/mowing their lawn?
- Do you take care of younger family members?
- Do you help your parents translate documents, take phone calls, or interpret at the doctor's office?
- Have you ever volunteered through school, family, or other groups?

Skills

- Have you used Google Drive, Microsoft Word or Excel in school? What for?
- Are you comfortable with typing on a computer? Do you know your typing speed?
- Do you use photo, music or video editing software? Do you know any coding or web design?
- Do you speak languages other than English at home? Can you write in any language other than English?

Achievements

- Have you received any awards or certificates at school?
- Have you received any training on skills like accounting, computer maintenance, car maintenance, or nurse's aide certification?
- Are you a captain of any sports teams or a leader in any after-school clubs?
- Have you received any awards for volunteer work?

Interests and Activities

- What do you like doing with your free time?
- Do you play on a sports team at your school or outside of school?
- Do you play an instrument or sing?
- Do you write music? Stories? Poems?
- Do you draw? Practice photography?

Handout #2 – Master Resume Worksheet

Name: _____

Street Address: _____ City: _____ State: ____ Zip: _____

E-Mail Address: _____@_____.

Home Phone Number: (____) _____ Cell Phone Number: (____) _____

Education

High School: _____

City: _____ Grade: _____ Expected Graduation Date: ____/____

Work Experience

1. Position title: _____

Organization name: _____

Dates worked (*month & year only*) From: _____ To: _____

Name of supervisor(s): _____ Phone: (____) _____

Duties and responsibilities: _____

2. Position title: _____

Organization name: _____

Dates worked (*month & year only*) From: _____ To: _____

Name of supervisor(s): _____ Phone: (____) _____

Duties and responsibilities: _____

Volunteer Positions

1. Position title: _____

Organization name: _____

Dates volunteered (*month & year only*) From: _____ To: _____

Duties and responsibilities: _____

2. Position title: _____

Organization name: _____

Dates volunteered (*month & year only*) From: _____ To: _____

Duties and responsibilities: _____

Skills

List skills you have that might be useful in the workplace. *Examples: Languages spoken, training as a photographer or videographer, experience with Microsoft Word/Excel/Outlook.*

Achievements and Certifications

List school or other extracurricular achievements such as awards and certificates, with year awarded. *Examples: honor roll, First Aid or CPR certification, nursing assistant certification.*

Interests and Activities

List memberships in extracurricular or in clubs, community groups, and religious organizations. Include title if you had one (e.g. Vice-President, Treasurer).

Professional and Personal References

List references on a separate page, *not on your resume*. Do not list family members. *Be sure to get permission from any reference before using their name!*

1. Name (First and Last): _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position/relationship: _____

2. Name (First and Last): _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position/relationship: _____

Handout #3 – Action Verbs for Resumes

Instructions: Use these action verbs to describe past work, volunteer, academic or personal experiences that will go on your resume. Remember to use present tense if you are still involved in the activity.

Assisting Others

aided, assisted, clarified, collaborated, demonstrated, facilitated, supported

Communication

addressed, arranged, convinced, explained, informed, mediated, negotiated, persuaded, promoted, publicized, recruited, spoke, translated

Creative

acted, conceptualized, created, designed, developed, directed, drafted, illustrated, initiated, integrated, introduced, invented, performed, planned, shaped

Organizational

arranged, catalogued, classified, collected, coordinated, executed, filed, implemented, modified, organized, prepared, recorded, streamlined

Research

analyzed, assessed, clarified, collected, compiled, evaluated, identified, interpreted, investigated, organized, reported, reviewed, summarized, surveyed

Technical

assembled, built, calculated, computed, designed, engineered, instructed, programmed, repaired, solved, trained, upgraded

Other

achieved, adapted, advised, improved, participated, strengthened

Sample Resume – No Volunteer/Work Experience

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Languages: Fluent in Spanish and English

Computer Skills: comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- "A" Honor Roll - 2014
- 1st Place at State High School Basketball Championship - 2014

Interests and Activities

- High School JV Basketball Team – September 2014 – Present
- After-School Tech program – November 2014 – Present

Sample Resume – No Work Experience

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Volunteer Experience

Warehouse Volunteer, Kids Against Hunger, Saint Paul, MN, December 2014 – January 2015

- Volunteered two hours per week
- Stocked shelves with food donated by Saint Paul residents
- Packaged food in boxes and label for shipping
- Dusted, swept, and vacuumed main office

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Languages: Fluent in Spanish and English

Computer Skills: Comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- "A" Honor Roll - 2014

Interests and Activities

- High School JV Basketball Team – September 2014 – Present
- After-school Tech program – November 2014 – Present

Sample Resume – With Work Experience

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Work Experience

Pet Sitter, Johnson Family, South Saint Paul, September 2014 – Present

- Walk dog for 30 minutes every weekday
- Clean yard of pet waste two times per week
- Entrusted with personal set of house keys to collect and return dog after each walk

Cashier, Three Sisters Candle Shop, Saint Paul, September 2014 – June 2015

- Greeted customers and answered customer questions
- Handled cash and credit card transactions on all purchases, including returns
- Stocked shelves and set up new end displays

Volunteer Experience

Warehouse Volunteer, Kids Against Hunger, Saint Paul, December 2014 – January 2015

- Volunteered two hours per week
- Stocked shelves with food donated by Saint Paul residents
- Packaged food in boxes and label for shipping
- Dusted, swept, and vacuumed main office

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Languages: Fluent in Spanish and English

Computer Skills: Comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- "A" Honor Roll - 2014

Resume Template

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Work Experience

Position Title, Organization Name, City, Date Started (Month & Year) – Date Completed (or Present)

- Duty, responsibility, or accomplishment
- Duty, responsibility, or accomplishment
- Duty, responsibility, or accomplishment

Position Title, Organization Name, Saint Paul, Date Started – Date Completed

- Duty, responsibility, or accomplishment
- Duty, responsibility, or accomplishment
- Duty, responsibility, or accomplishment

Volunteer Experience

Position Title, Organization Name, City, Date Started – Date Completed

- Duty, responsibility, or accomplishment
- Duty, responsibility, or accomplishment
- Duty, responsibility, or accomplishment

Skills

Skill: Explanation and/or examples

Skill: Explanation and/or examples

Skill: Explanation and/or examples

Achievements

- Award/Certification - Year
- Award/Certification - Year

Interests and Activities

- Activity – Date Started – Date Completed
- Activity – Date Started – Date Completed